**Apart not alone: Support for Serving Families Programme 2024/25 – Application Questions**

This document is provided for information purposes only.
The only way to apply for a grant is through our **online application form**.

Many organisations find it helpful to work on the questions in a Word Document, then upload full answers when ready to apply. This can be particularly helpful if there are any issues with your internet connection when you are completing the online form.

**The first part of your form will ask for**

**CONTACT AND ORGANISATION DETAILS**

Please note that you will be asked for the **details of two contacts** within your organisation.

* Please think carefully about who these should be, as at least one of these contacts **MUST** be authorised to sign the grant terms and conditions and authorise use of the organisation’s bank account to receive the grant payments if your application is successful.
* At least one of your contacts must provide an email address, which is that of the organisation (that is, not a personal email address).
* If either contact changes, even before we have made a decision, you must let us know as soon as you can so we can ensure that, if you are successful, your offer is sent to the correct people for signing.

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| **About your project** |
| **What would you like to call your project?** | Please give your project a short title (five words or fewer) that captures what you want to do and that we can use to publicise your project on our website if you are successful. |
| **Please provide a short summary of your project.** | In 50 words or fewer, tell us what your project will do. This will be used on our website if your application is successful, so please be clear and descriptive and avoid using words such as we/our. |
| **Which outcome does your project aim to achieve?**  | Select all that apply (see the Guidance for applicants for more detail). * Reduced impact of separation, loneliness, and isolation for Serving families.
* Improved mental health and wellbeing for Serving families.
* Enhanced access to support and activities that improve quality of life for Serving families.
* Improved understanding of effective models of support.
* Developed and piloted methods to support the reintegration of Service personnel back into their family homes and units after separation.
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| **Tell us why you need this funding (up to 300 words)**  | What need will this funding help to address for serving Armed Forces families? How have you identified the need (e.g. consultation with families or local base command)? How will this funding help you achieve one or more of the project outcomes? Please be as detailed and specific as possible. If you have data that has helped you identify the need, please tell us about this. |
| **What work will be undertaken with the funding? (up to 300 words)**  | Please tell us what specific activities the funding would be used for? This is your opportunity to tell us about your project in detail, what it will involve and how it will address the identified need and programme outcomes.  |
| **Will you be working with any other organisations to deliver your project? (up to 300 words)**  | If yes, please provide details of any organisations which will be involved in and contribute to successful project delivery. You will need to demonstrate that partners have a history of working with or understand the needs of Armed Forces families. |
| **Please select the area where the project will take place.**  | Please select from the drop-down menu. |
| **Please provide the post code for the main delivery location.**  |  |
| **How do you know that this project is not duplicating any existing provision? (200 words)**  |  |
| **Project plan & delivery** |
| **Who will the beneficiaries of the project be?**  | Please select all that apply and to the lowest level (to include ages etc.)  |
| **Tell us more about your specific beneficiary group (up to 200 words).** | Provide more detail on who these beneficiaries will be – perhaps their backgrounds, experiences, age group or locality so we can understand how you will be focussing your support. |
| **How many direct beneficiaries will your project have?**  | Direct beneficiaries are the targeted group that will engage with your project. This should be a sensible estimation if specific numbers are not known at this time. |
| **How many indirect beneficiaries will your project have?**  | Indirect beneficiaries could be the direct beneficiaries’ family members or the wider community for example. |
| **Please tell us when you plan to start your project.**  | Take into account the date you will be notified of a decision; your project CANNOT start prior to this Please click on the calendar to select date. DO NOT enter date manually. |
| **Please tell us when you will complete your project.**  | This must be no later than 12 months after your start date. Please click on the calendar to select date. DO NOT enter date manually. |
| **Please tell us how you will manage this project and resource this work (up to 300 words) .** | Tell us about your organisation’s experience in delivering this kind of work. You should also describe any new posts or contracts, how these will be filled, and indicate the skills and experience of those who will be responsible for managing the project. |
| **Tell us about the experience your organisation has in working with the Armed Forces Community (up to 250 words).**  |  |
| **Has your organisation got an up-to-date safeguarding policy that will cover the activities for which you are requesting a grant?**  | Please select Y or N. Organisations that work with children and or vulnerable adults require a safeguarding policy, however, it is good practice to have one even if you do not specifically work with these groups of people. |
| **Have you read the Trust’s Ethical Code of Conduct and are you confident that you can deliver your project in line with this?**  | Please select from the drop-down menu. |
| **Please tell how you will ensure that you deliver the project in line with our ethical values? (up to 200 words)**  | The Trust has an ethical code of conduct. You should tell us why you are confident that you can deliver the project in line with our values of Respect, Competence, and Integrity. If your organisation has its own code of ethics, it is your responsibility to ensure that it is compatible with our code. |

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| **Please tell us how you will ensure that people accessing your project will be kept safe? This should include any volunteers you are working with (up to 250 words).** | You can tell us about how your organisation meets any relevant government or regulatory guidance, but also how you will ensure that your project offers a safe and respectful experience for people both in terms of physical and mental wellbeing. This could include details of staff and volunteer training relevant to the groups of people you work with. |
| **Please confirm if you have read the programme guidance in full.**  | Please select Y or N. |
| **Project costs** |
| **Please confirm the total grant amount that you are requesting from us. This should be between £5,000 and £15,000.**  | Please round this figure up to the nearest pound (£) and do not use any pence. For example: 14000. |
| **Please provide a financial breakdown of what the funding will be used for. (up to 250 words).** | The breakdown should include specific information regarding any posts (job titles & salary) and other items may be grouped under broader headings. We may ask you for more detailed budgeting information if your application is successful. You should ensure that you only include costs that are relevant to the delivery of your project and eligible according to the programme guidance. |
| **Are the total project costs more than the amount you would like from us?**  | Please select from the drop-down list. |
| **Please tell us the total cost of your project (this may be more than the amount you are requesting from us).**  | Please, only enter the amount. DO NOT use a currency symbol or any punctuation. E.g., 27000 |
| **If the total project cost is more than you are requesting from us, where will you get the other funding from and have you secured it yet? (up to 250 words).** |  |
|  **Please tell us why you are confident that your project offers good value for money (up to 250 words).**  | How have you sought to achieve value for money in planning and costing this project?How do you know that the costs involved are appropriate for meeting the needs you have described? What actions will you take to ensure the best use of public funds? |
| **Project impact & outcomes** |
| **Tell us how the project will make a positive and significant difference (up to 250 words).** | Tell us what the benefits of the project will be and how they will make a clear and significant difference [to individuals/beneficiaries/participants/members of the Armed Forces Community...] |
| **Tell us how you will monitor, measure and report on the impact your project has made (up to 200 words).** | Tell us what you will do to monitor the difference that project is making and how you will know you are making a positive impact |
| **Tell us how you plan to sustain your project’s impact beyond the funding period, [or what the legacy of the project will be] (up to 300 words).**  | We would like to understand more about how you will sustain the impact of the work you are doing within your project beyond the life of the grant. |

If you are a CIC, please upload here your governing document and your most recent annual accounts. Your accounts should include an income and expenditure report as well as a balance sheet [two documents required].